

Welcome to Compass

A guide for parents & families



What does Compass do for me?

Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (please see next page).

To access the parent portal, go to our school's website and click the Compass link on the homepage.

Alternatively, you can go to schools.compass.education where you can search for our school's direct URL.

To log in you will require your unique family username and password. These details will be provided to you by our school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

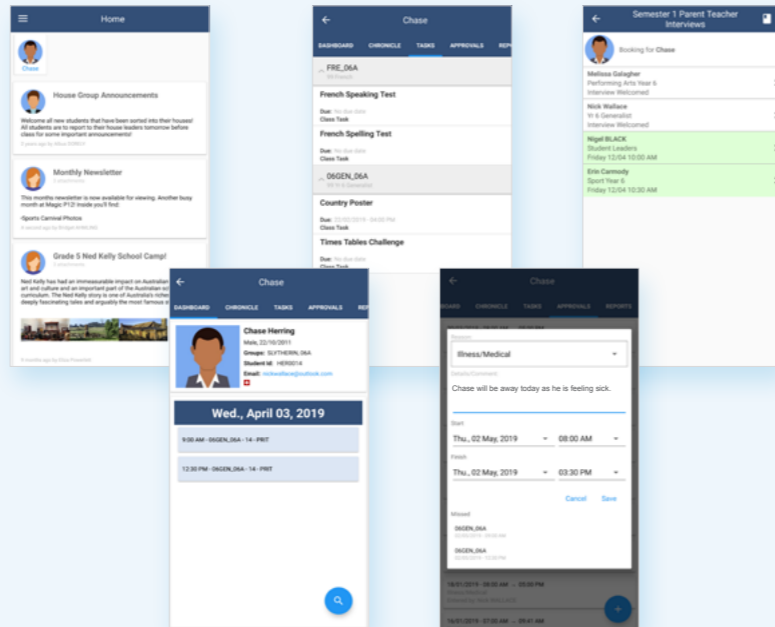


Compass Apps

You can download the Compass App on iOS and Android devices, simply search for **Compass School Manager** in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

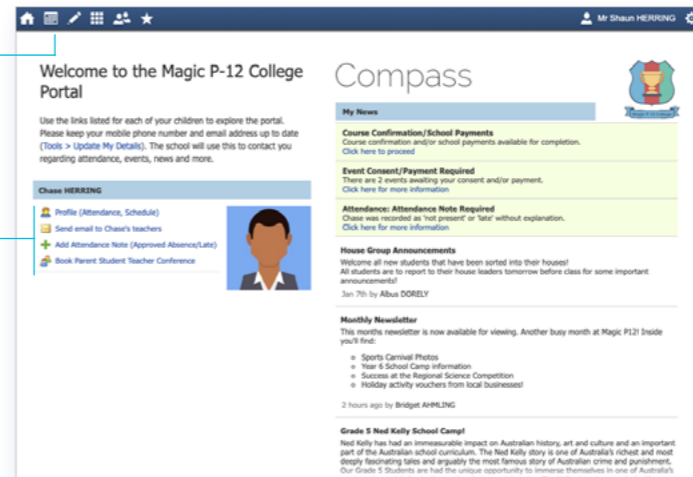
School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.



Main Menu

Allows you to access other Compass and school resources. The Tools icon allows you to update your contact details and change your password.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, survey, and student report availability.

News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1 On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



2 A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.



3 Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



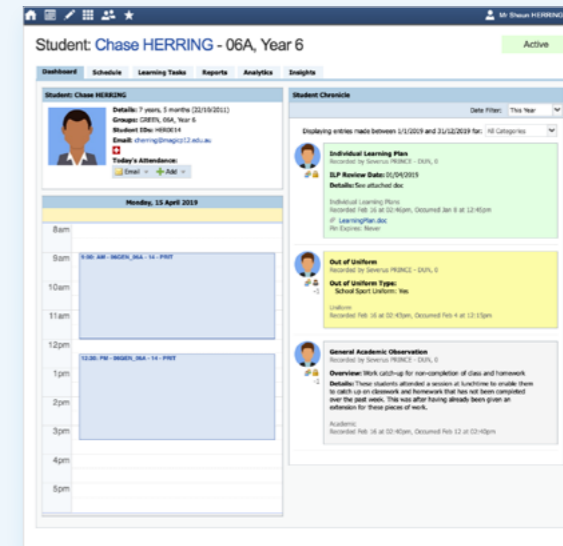
Student Profile

The Student Profile is the destination for all your child's information.

The Student Profile can be accessed by clicking on your child's name from the home screen.

The Student Profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

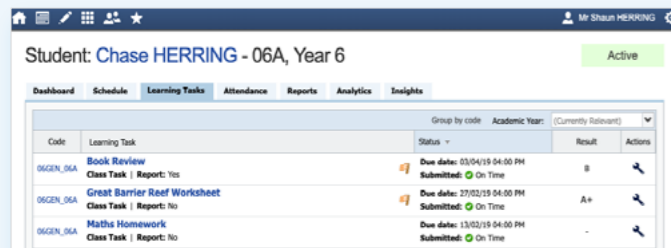
For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the Profile.



Learning Tasks

Individual student view

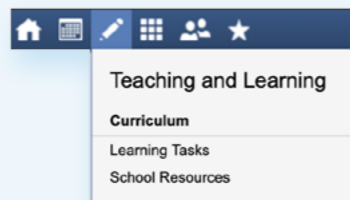
You can view an up-to-date record of your child's homework and upcoming assessment tasks under the 'Learning Tasks' tab in the 'Student Profile'.



Code	Learning Task	Status	Due date	Submitted	Result	Actions
06GEN_06A	Book Review Class Task Report: Yes	🔔	03/04/19 04:00 PM	🟢 On Time	B	🔗
06GEN_06A	Great Barrier Reef Worksheet Class Task Report: No	🔔	27/02/19 04:00 PM	🟢 On Time	A+	🔗
06GEN_06A	Maths Homework Class Task Report: No		13/02/19 04:00 PM	🟢 On Time	-	🔗

Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the 'Teaching and Learning' menu item.



Privacy and Security

When you use Compass you will notice a padlock appears in your browser's address bar on the left.

This is because Compass uses a technology called TLS (Transport Layer Security). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <https://www.compass.education/policy>



Compass Parent Introductory Booklet

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